



The EPA Portal Discussion Forums tool within Oracle Collaboration Suite (OCS) allows team members to post messages and their associated responses from other members in a central, on-line location. Each Discussion Forum is composed of one or more discussion topics. Users may initiate multiple discussion forums with one or more topics within them. As users post topics and other users reply, that interchange is then viewable as threaded discussions. In other words, all members of the discussion can review the original posting and its associated responses in a single location.

How Do I Access Discussion Forums?

You may access the Discussion Forum capabilities through any OCS workspaces of which you are a member. **Note:** For more information on creating and utilizing OCS workspaces, please see the help topics entitled Workspace Creation, Library, Meetings, Versioning, and/or Workflow.

To access a Discussion Forum for a workspace:

1. From **My Page** or the **Employee Page**, click on *Workspaces* link in the horizontal navigation bar. From other Portal pages and communities, you can also access Discussion Forums by either clicking on the *Team Resources* link and selecting the *Enter Collaborative Workspace* in the Collaborative Workspace portlet, or by clicking on the *Workspaces* link on the left navigation bar. The **My Workspaces** screen is displayed.

The screenshot displays the EPA Portal interface. At the top, it says 'Welcome to EPA Portal' and 'mgr SRA'. Below this is a navigation bar with links: 'Manage Access', 'Pending Access Requests', 'Request Access to Communities', 'Personalize Your Portal', and 'Portal Help'. The main content area is divided into several sections. On the left, there is a 'Search' box and a 'Web Conferencing' section with a 'Workspaces' link circled in red. Below this is a 'General Pages' section with links to 'My Page', 'EPA Employee Page', 'Team Resources', and 'Reference Library'. Further down is an 'Air Analysis' section with links to 'Atmospheric Conditions', 'Chemicals Pollutants & Risk', 'Facilities, Permits & Compliance', 'Source and Facility Emissions', and 'Clean Watersheds Needs Survey'. In the center, there is a 'Team Resources' section with a 'Collaborative Workspace' portlet. This portlet contains a link to 'Enter Collaborative Workspace' which is also circled in red. Below this is a 'Web Conferencing' portlet with a link to 'Enter Web Conferencing'. At the bottom right, there is a 'Content Services' section with a table of folders and files. A yellow callout box with a blue border points to the 'Workspaces' link and the 'Enter Collaborative Workspace' link, containing the text: 'Click on the Workspaces link in the navigation bar or the Enter Collaborative Workspace link on the Team Resources page.'

Folders	Name	Last Accessed
My Recent Files	acc-foldermont-properties-workflow.htm	3/19/09 2:33 PM

Figure 1 - Accessing Workspaces



- From the **My Workspaces** screen, click on the Workspace for which you would like to access discussion capabilities. The **Workspace Overview** screen is displayed. To access a Discussion, click on the *Discussion* link on the left hand navigator (Figure 2). The **Discussion Forum** will be displayed (Figure 3).

EPA Collaboration Suite Workspaces Preferences Logout H

My Workspaces

My Workspaces > Jessicas Workflow Test > You are logged in as: mgr sra. Your role is 'Administ

Overview

Library Activity

Name	Parent Folder	Last Modified	Last Modified By
There has been no recent library...			

Discussions Activity

Name	Forum	Last Modified	Last Modified By
There has been no recent discuss...			

Inbox Activity

Name	Last Modified	Last Modified By
There has been no recent inbox a...		

My Upcoming Meetings

- No Upcoming Meetings

Click on the Discussions link on the Workspace navigation bar.

Figure 2 - Accessing Discussions

EPA Collaboration Suite Workspaces Preferences Logout H

My Workspaces

My Workspaces > Jessicas Workflow Test > You are logged in as: mgr sra. Your role is 'Administ

Confirmation

The forum has been created successfully.
[Notify others...](#)

Discussions

Browse forums: Discussions

This is the discussions home page for workspace: Jessicas Workflow Test. New Forum

Select an item and ... Add To View Delete Notify

Select	Name	Last Post	Topics	Messages
<input type="checkbox"/>	How Do I Create Discussion Topics		0	0

No existing linked content Contains linked content

New Forum

Favorite Top
No favorite topic

Popular Top
No popular topic

Figure 3 - Discussion Forum Screen



3. To read discussion topics and replies, click on the forum name as shown in Figure 3. The following sections provide additional detail on adding new forums and responding to topics within a discussion.

How Do I Create a New Discussion Forum?

To create a new discussion forum:

1. Click the *New Forum* button on the right top and bottom of the **Discussions** screen. Provide a Name (required) and Description (optional) for your forum as shown in Figure 4. When you are finished, click the *Create* button. Your newly added discussion forum will be displayed in the list of available forums on the **Discussions** screen.

Collaboration Suite Workspaces

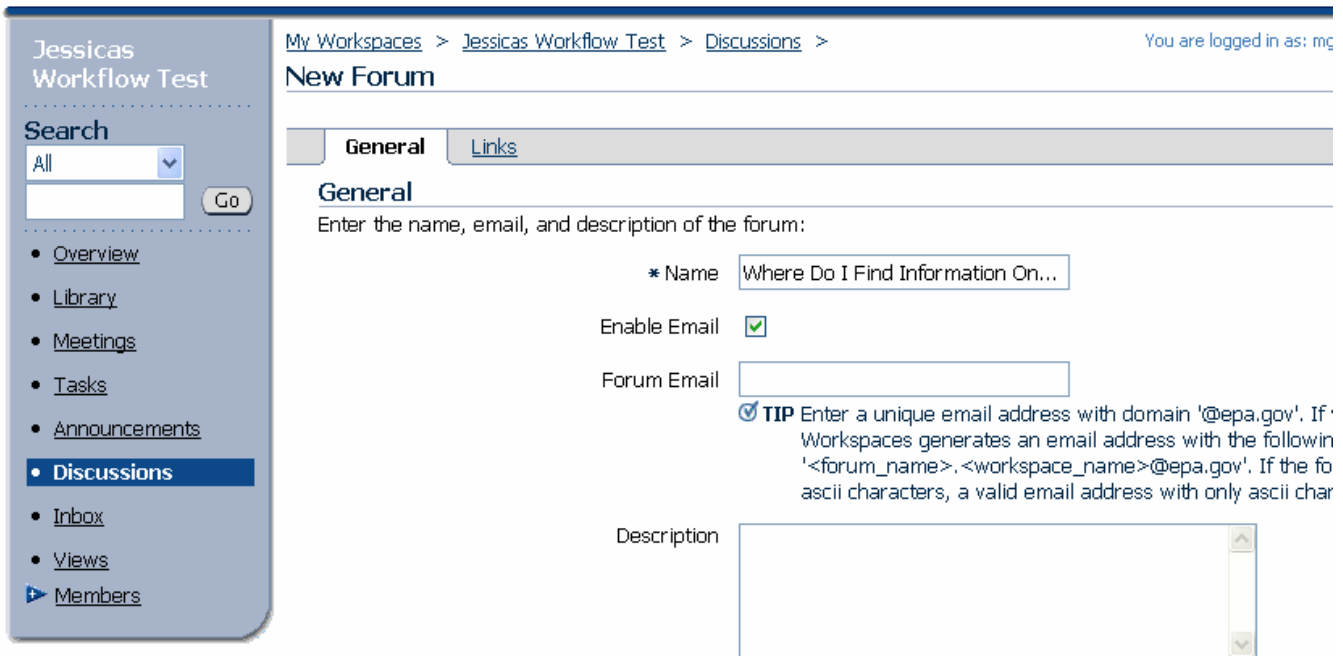


Figure 4 - New Forum Screen

2. To add content to your new discussion forum, click on the title of the discussion. The new screen will show you what content exists under the selected discussion. To add new content, click the *New Topic* button. The New Topic screen will be displayed (Figure 5).
3. Type a Subject and Message for your new topic as shown in Figure 5. When you are finished, click the *Post* button to post your discussion topic. You will see the post in the discussion screen (Figure 6).

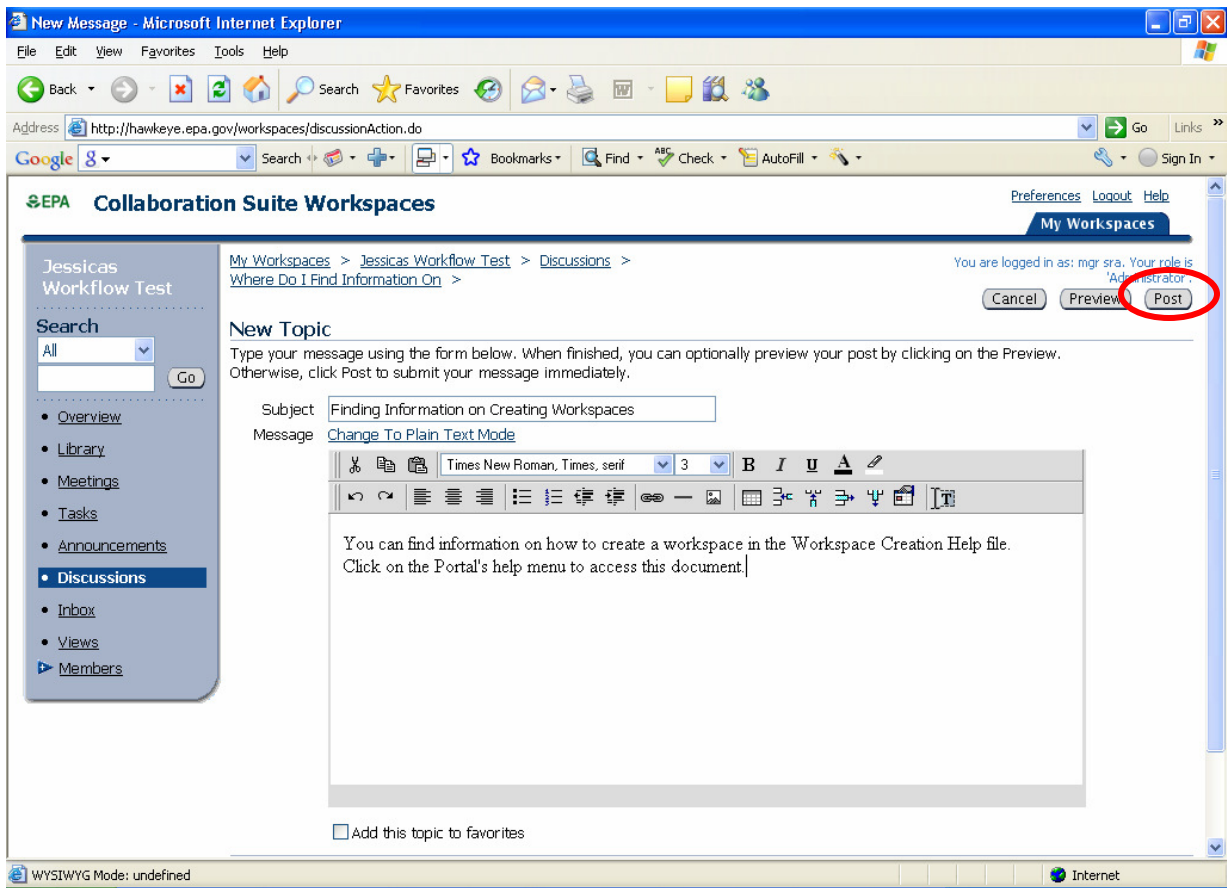


Figure 5 - Posting New Topics

4. To add this content to your “Favorites,” select the *Add to Favorites* button as shown in Figure 6.
6. To remove content from “Favorites,” select the *Remove from Favorites* button.
5. To notify other workspace members that a new topic has been posted, click the Select box next to the topic about which you wish to notify others and click the *Notify* button. The **Send Notification** screen will be displayed allowing you to type an email message to other workspace members to notify them of the posting (Figure 7). When you are ready to send your email message, click the *Send* button in the upper right corner of the message.



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10.1.2.4.0 (070226.1012)

Portal Help Discussions

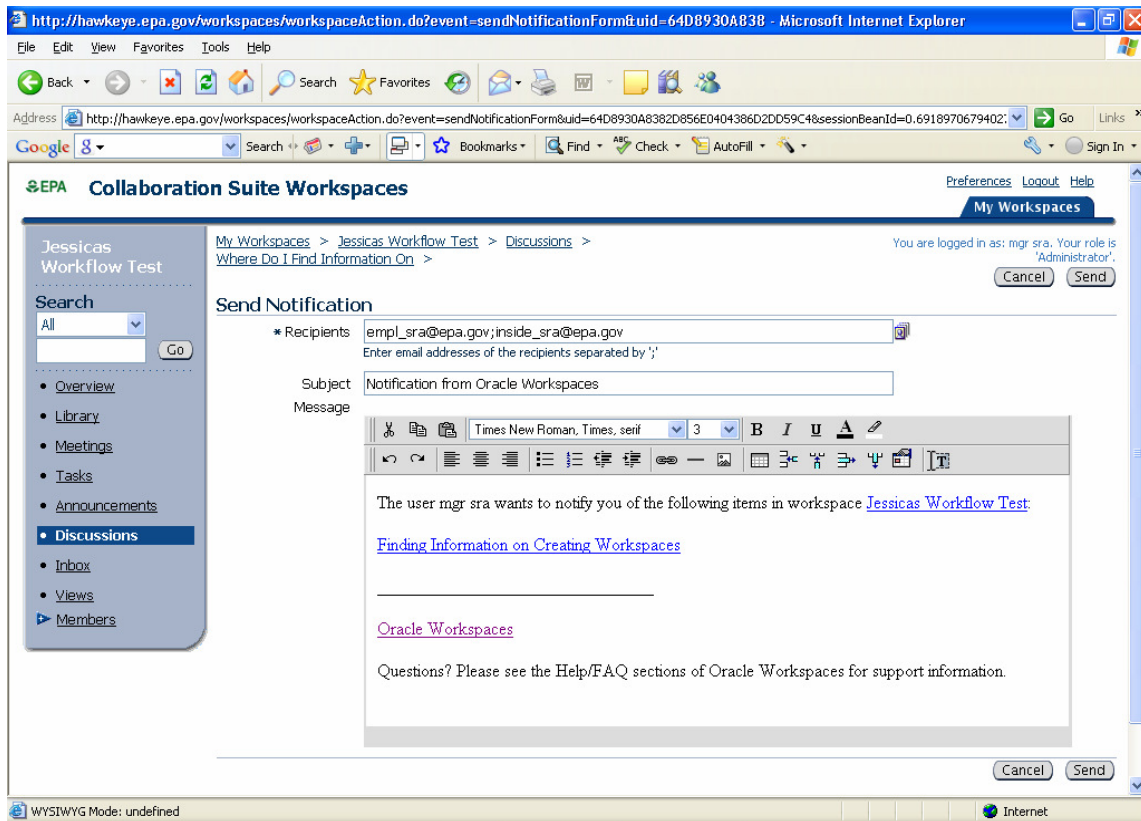


Figure 7 - Sending Notifications



How Do I Reply to a Posting?

1. To reply to a Post, select the item to which you would like to respond and click the “Reply” button as shown in Figure 8.

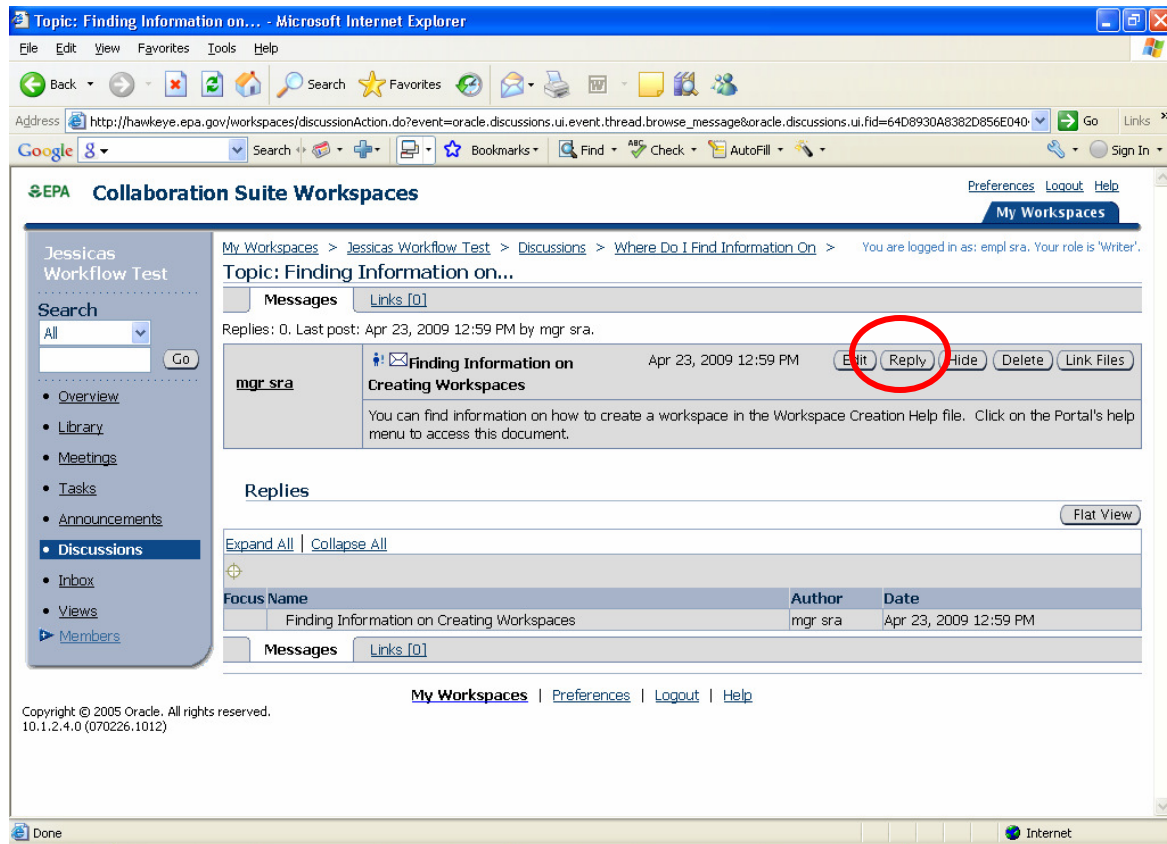


Figure 8: Reply to Post

2. Enter the content of your reply where directed. Click *Post*. (Figure 9) You may preview the post by clicking the *Preview* button if desired. Once you have completed the post, you will be able to view your reply in the discussion thread. (Figure 10). Your name will be displayed next to your posting.

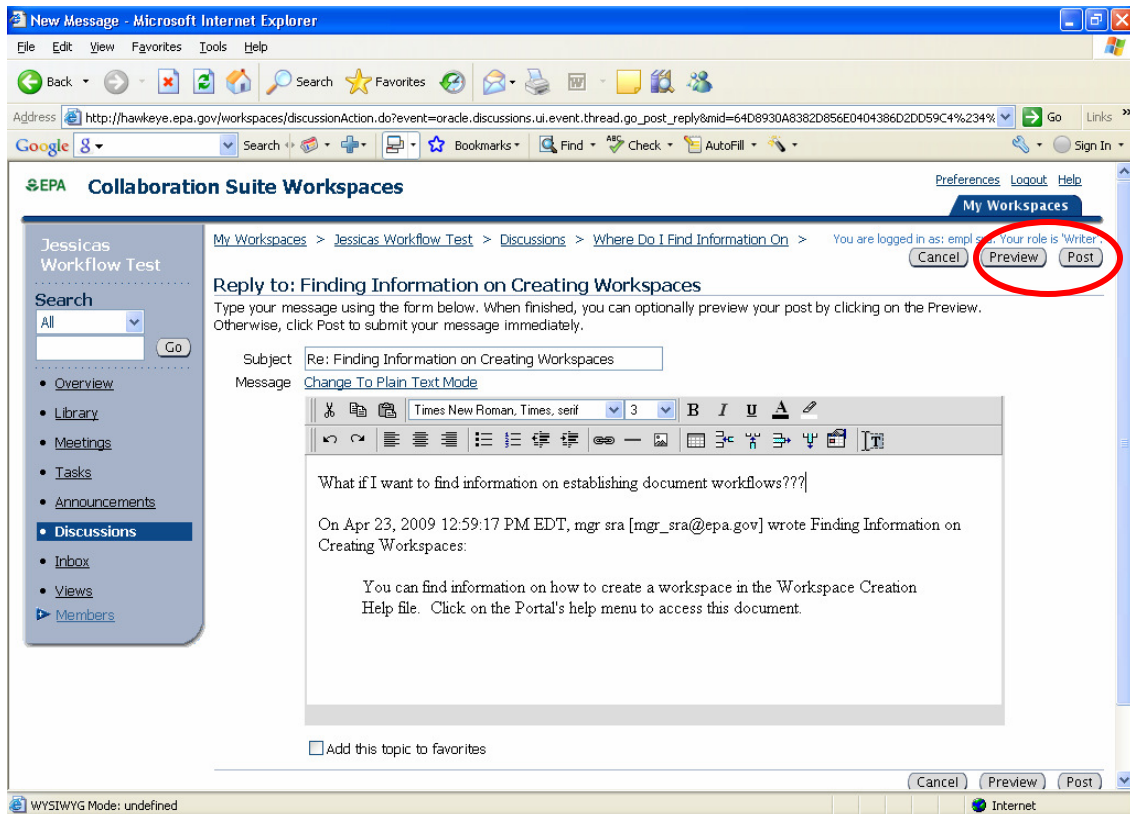


Figure 9: Post Reply

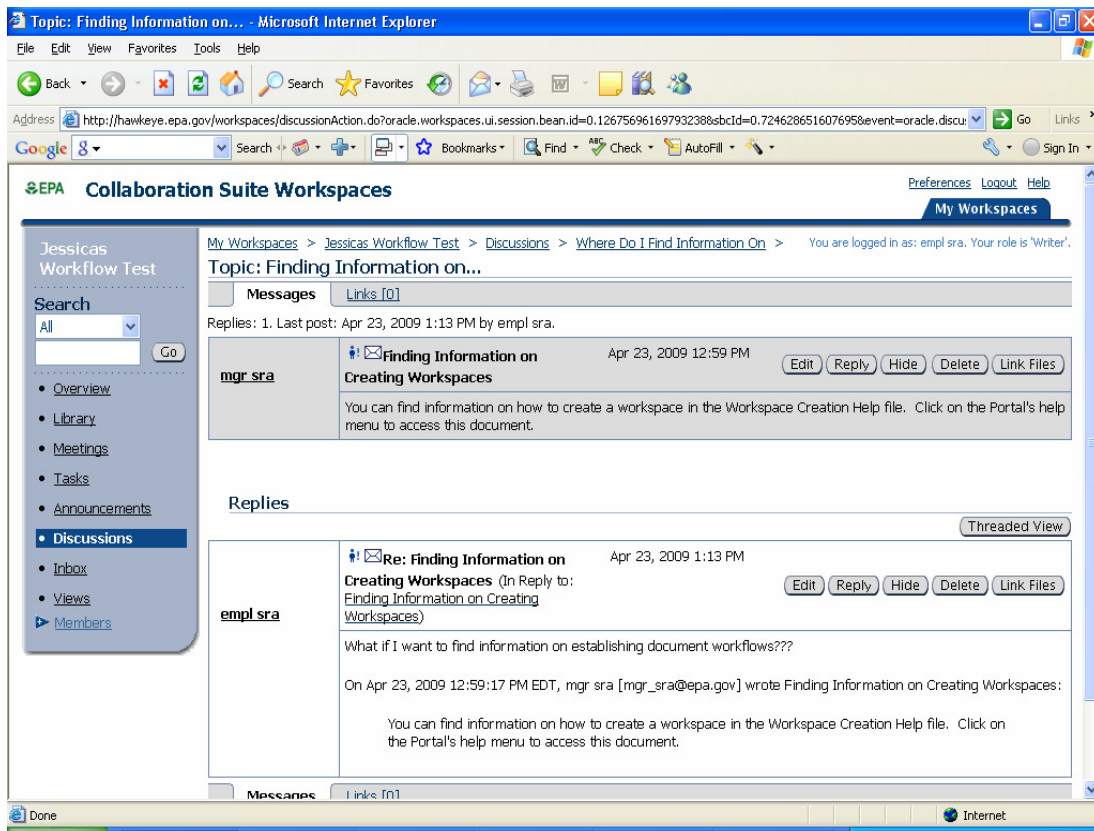


Figure 10: Discussion Thread

How Do I Link Other Workspace Content to My Discussion Topics?

You can link files stored in your workspace's library to your discussion topics and responses so that those reading your postings can use them as a reference. To do this:

1. Click the *Link Files* button for to the topic with which you wish to associate a file. The Workspaces library will open.

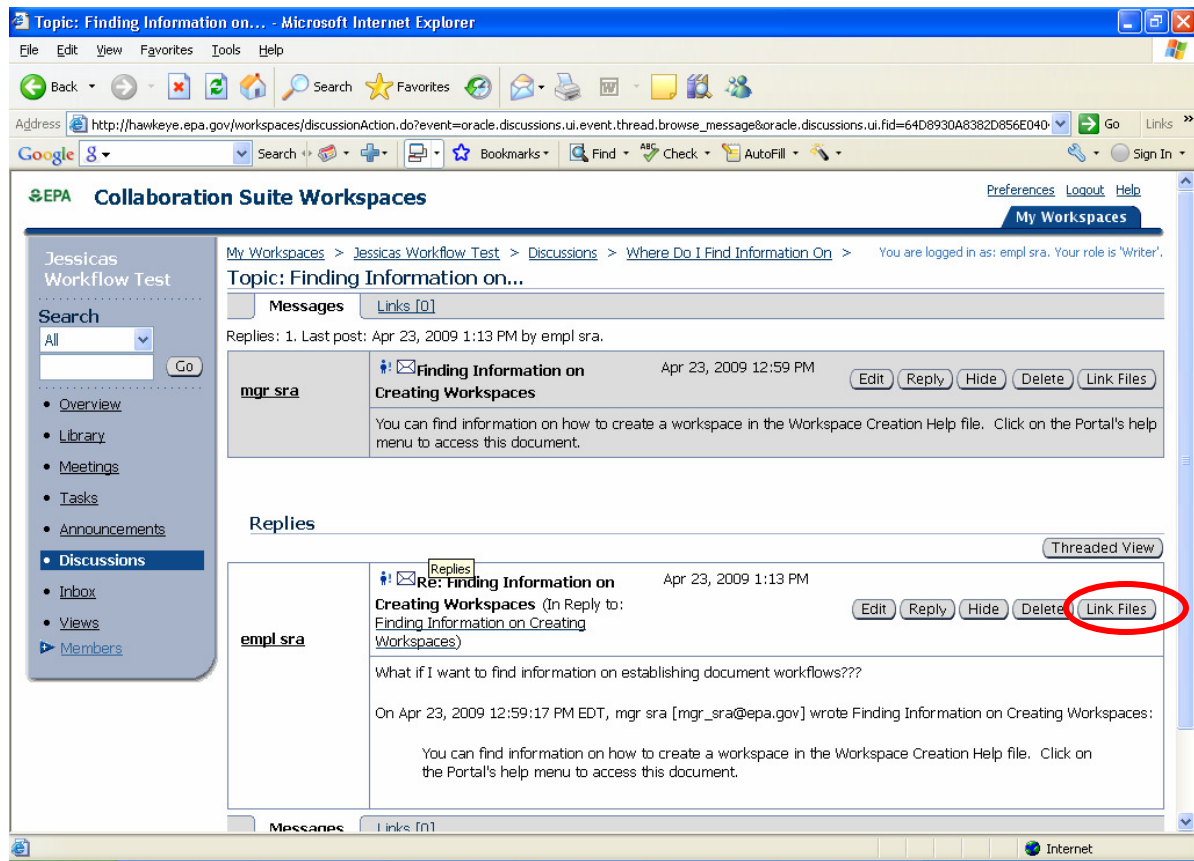


Figure 11 - Linking Files To Discussions

2. Click in the *Select* check box next to the file you wish to link to your posting and enter a Link Description (Figure 12). When you are ready, click the *OK* button to link the file. The linked file will be displayed within your posting so that other workspace members can access it when they read your discussion topics (Figure 13). Workspace members who wish to read the linked document can do so by double clicking on the link to open the file.

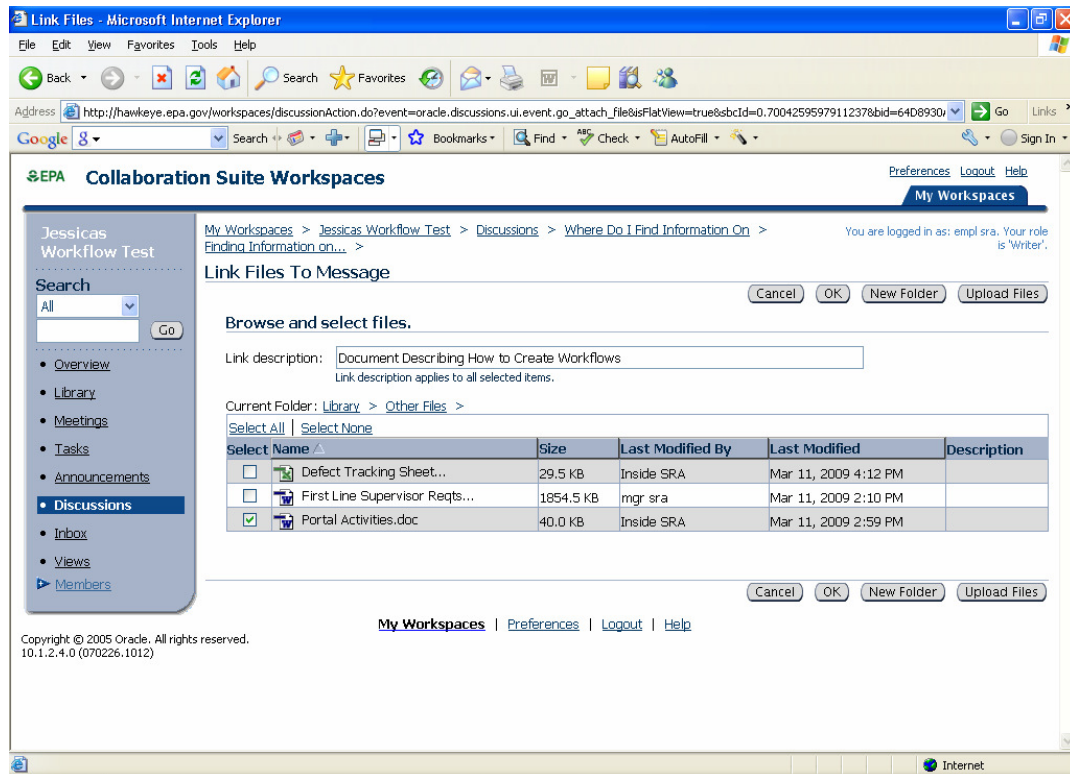


Figure 12 - Entering a Link Description

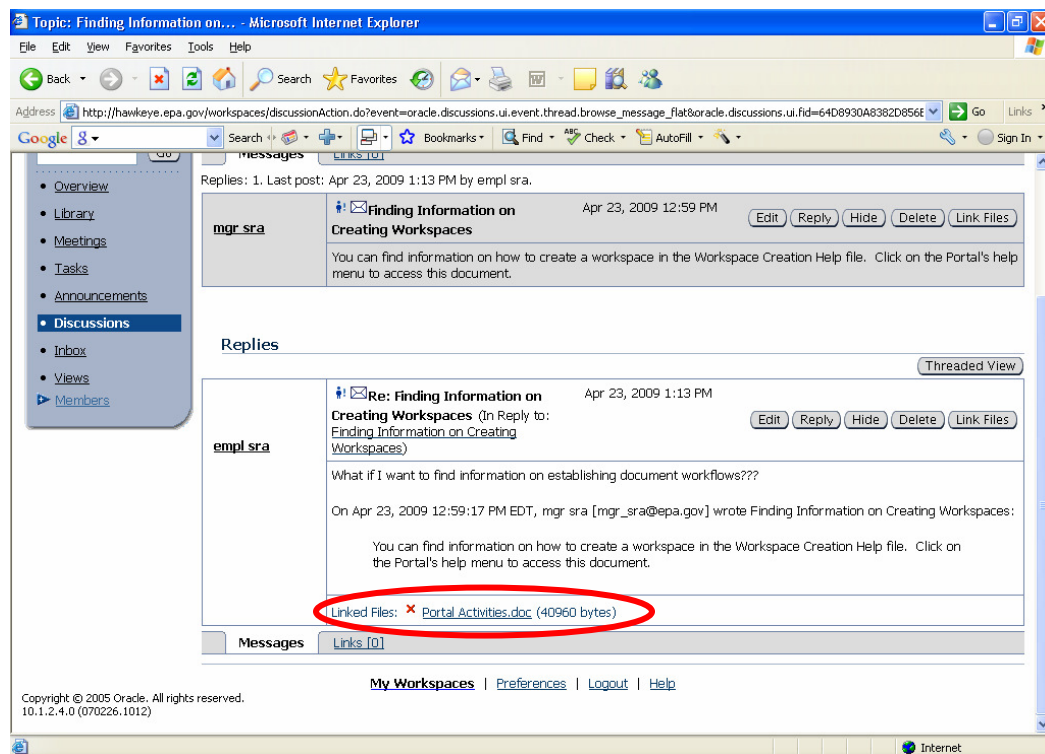


Figure 13 - Linked Files